# THE FOOD MASTE IN SCHOOLS PROJECT



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# FOOD WASTE MONITORING INSTRUCTIONS



STEP 1

Set up food waste monitoring area

### You will need:

- Bins
- Bio Bags
- Measuring Jug
- Digital Scales
- Waste Warrior High Viz
- Paper Towels
- Monitoring Sheets
- Risk Assessment Sheet
- Pens

STEP 4

Measure

Once all lunches have been cleared, collect the digital scales and monitoring sheets. You can now measure and note down food waste from each bin and any liquid waste in the jug.

STEP 2

Make sure area is risk free

Check your risk assessment form.

Make sure Waste Warriors and Catering Staff are given instructions regarding risks. STEP 3

Keep the message simple

All food waste goes into the bins for weighing and all waste liquid in measuring jug.

Waste Warriors will each have a role: help children scrape away food from plates; squeeze liquid out of cartons into the jug; keep area tidy and wipe up spills and observe what food types are going into the waste bin.

STEP 5

Tidy up

- Clear away bio bags and liquid into appropriate waste collection vessels.
- Clear away the food waste monitoring station.
- Clean down all measuring containers and high viz.
- Keep your food waste kit together and in an accessible place for the next day.

STEP 6

Results

The day's figures can now be added to your spreadsheet and any other information that has affected the day's results.

# **IDEAL FOOD WASTE MONITORING AREA**

The Waste Warrior Team will spend the lunchtime helping to collect all the food waste for measuring. Once all lunches are finished, they can start to weigh and measure the food and the liquid waste.

One of the Waste Warriors will write down and add up the totals for each of the waste bins. You will need to work quickly as the catering team will be keen to clean up. The monitoring and weighing will take most of the lunchtime and you may need 10mins after the school bell to help clear up.

Once equipment has been cleaned and put away the Waste Warriors can gather all their monitoring sheets for later analysis.



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Assign the different roles to each Waste Warrior; gather up the equipment needed and set up the monitoring area. This will take around 15mins and then your team can go for an early lunch.





Place measuring jug on table near to food waste bin to collect unwanted liquids.

4 Once lunchtime is finished, use the digital scales and monitoring spreadsheets to record the collected food waste. Record the weight in kgs.



# **RISK ASSESSMENT FORM**

Risk = Likelihood X Severity

Location: _	Date:

### **Likelihood of occurrence**

- 1 Highly unlikely to occur
- **2** May occur but very rarely
- **3** Does occur but very rarely
- 4 Occurs from time to time
- **5** Likely to occur often

# **Severity of outcome**

- 1 Slight inconvenience
- 2 Minor injury requiring first aid
- 3 Medical attention required
- **4** Major injury leading to hospitalisation
- **5** Fatality or serious injury leading to disability

Hazard and area	Possible injury	Existing controls	Likelihood (number)	Severity (number)	L x S = risk	Action to take
Food waste monitoring area	Trips/falls	Safety brief to be given to all.	2	2	4	Ensure safety brief given, first aid box easily accessible. Ensure on setting up that all boxes/banners any obstructions are moved away from the area so that no trips/falls likely.
Moving equipment and other items	Strains/muscle pulls	Manual handling training for team member and assistant.	2	2	4	Before moving equipment, walk the route ensure it safe to carry items.
Spills: Liquid and food waste	Trips/falls		5	4	2	Ensure all spillages are cleaned up immediately.
Hygiene: Keep self free from food contamination	Contamination from food waste resulting in food borne illness	washing. All children and adults to	2	2	3	Waste Warrior High Viz to be worn, hair tied back and bulky jewellery removed. Full briefing to take place prior to monitoring.
Food allergies	Allergic reactions	Food ingredients will be listed. Any allergies to be checked beforehand. Appropriate preventative measures per person if allergies known.	3	4	5	Ensure meals are labelled clearly, with allergens and ingredients clearly marked.

# **RISK ASSESSMENT FORM**

**Risk = Likelihood X Severity** 

# Add any specific risks for your own space and school:

Location:	_ Date:_	

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Day:		
Date:		





Packed lunch waste		Food waste from plates	
	Total:		Total:
	Kg		Kg

Your school day – what is happening?

Liquid waste

Total:
Litres

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Week Comm:\_\_\_\_\_





	Packed lunches	Food waste from	Liquid waste	Your school day –
	waste	plates	Liquid wasie	what is happening?
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
	Total:	Total:	Total:	Litres

Use this sheet to record your weekly dinner hall waste.

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Week Comm:\_\_\_\_\_





	Packed lunches waste	Food waste from plates	Liquid waste	Your school day – what is happening?
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
	Total:	Total:	Total:	Litres

Use this sheet to record your weekly dinner hall waste.

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Day:	
Date:	

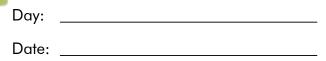




Staffroom waste		Breakfast club waste	
	Total:Kg		Total:Kg
After school club - school food events		Liquid waste	
	Total: Kg		Total:Litres

Use this sheet to record any other food waste that might be created in addition to lunch time sources.

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Meat	Fish	Bakery	Fruit	Vegetables	Other
Beef Mince/ Mince Pie	Fish Fingers	Sandwich	Fruit Crumble	Soup	
Pork Sausages	Breaded Fish	Muffin	Apple Tart	Mashed Potato	
Meat Curry	Salmon Fish Fingers	Garlic Bread	Jelly	Baked Potato	
Steak Pie	Tuna Mayo	Cake	Apple	Tomato Bolognaise	
Beef Burger	Dairy	Biscuit	Grapes	Salad Bar	
Chicken/ Chicken Fingers	Ice Cream	Caramel/ Chocolate Sponge	Banana	Carrots	
Roast Beef	Custard	Caramel Tart	Melon	Peas	
Haggis	Macaroni Cheese	Paninis	Pear	Turnip	
Stovies	Yogurt			Cabbage	
Roast Pork					TOWN







<b>Draw or write</b>	your ideas abo	ut how to reduce	food waste in	your school.
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This toolkit has been developed by Forth Environment Link (FEL) in partnership with Zero Waste Scotland. FEL acknowledges the support and enthusiasm of the North Ayrshire and Stirling Primary Schools who have been involved with rolling out the Food Waste in Schools Project.

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